

Registration Overview

Participating in the Michigan e-Transcript Initiative will help ensure that public high schools and institutions of higher education (IHEs) may retain their federal stimulus dollars under the American Recovery and Reinvestment Act of 2009. Private high schools and independent IHEs are strongly encouraged to participate. If you need assistance during the registration and/or installation process, please contact Parchment's [customer support page](#).

Registration

To register to become a **high school sender** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" button on the left.
2. Click on the "High School Registration" link within the Registration box.
3. Click on the district registration link for the Michigan e-Transcript Initiative and search for your district name.
4. Provide primary e-Transcript contacts and other information.
5. Review and accept the Service Agreement.

To register to become an **IHE receiver** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" button on the left.
2. Click on the "Postsecondary Receiver Registration" link within the Registration box.
3. Locate your institution and provide information for primary and backup contacts.
4. Choose the PDF format. Once registration is complete and validated by Parchment, you can go into your account preferences and change your format and delivery methods to PESC XML, TS130 EDI or PDF. The institution can also choose how it is delivered to them (download through Parchment Exchange interface, set up sFTP, or use web services to pick up files).
5. Begin receiving transcripts electronically.

To register to become an **IHE sender** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" button on the left.
2. Click on the "Postsecondary Sender Registration" link within the Registration box.
3. Provide the necessary contact information and select "Account Setup" as the subject.
4. Parchment will contact you to complete the registration process.

Process

Below are the steps needed to become "live" with the sending service upon completion of the registration:

1. Install the software on the computer(s) which processes the transcripts.
2. Include the student Unique Identification Code (UIC), building code, district code and/or entity code on the transcript output.
3. Send Parchment test transcripts using the software.
4. Have staff members who will process transcripts attend an online training.
5. Place the Michigan e-Transcript link (provided by Parchment) onto your website.

Training

Name of Training	When	Topics
Parchment Exchange Sender Training	Every Tuesday at 2:00 p.m. EST	Student Side: Student Registration Placing Transcript Requests Tracking Requests Functions and Features for Students Administration Side: Processing Transcript Requests Web Upload Basic Reporting Setting up Administrators and Updating Information

To access the webinar, please click the link below and enter as a guest:

<http://parchment.adobeconnect.com/adoptionwebinar2/>

For audio, please call into the conference line:

1-866-906-9888 access code 4062637